18-19 Perkins Data Collection Quick Guide

Where do I access the Perkins Web Portal (data collection system) **and related instructions**? **Here!**
Need help with your password? Contact your DCTE Regional Specialist.

How does data get into the Perkins data collection system?

Student Grades and Course Info	For districts using Infinite Campus, **student grades earned** at the **_high school level_** **automatically flow from Infinite Campus into the Perkins data collection system…** _**IF,**_ **Infinite Campus is using the correct course codes** _**AND**_ all **CTE teacher's PRF is accurate** for districts using Infinite Campus. * If these either of the above are not happening, _your data will not be complete/accurate_.
	
	Manual entry of student grades is needed only for the following types of courses:
	 ✓ Middle School Classes
	 ✓ DIAL Virtual School Classes
	
	 Run a 'Kicked Back Courses' Report to see what courses (and related grades) did NOT make it into the Perkins data collection system. Find instructions for this process here.
	
	     **Goal: is that the Kicked Back Courses report is void of all courses within a CTE program of study.**
	     Unsure what classes are on each Career Cluster's program of study? Pick the cluster here to check
	
	 Instructions can be found on the Perkins Web Page under Perkins Data Collection Manual

Student Placement Data	Uploaded via the Placement Data Upload template. **OR,** manually entered into the Perkins Data Collection system. _**Note- placement data should be collected and entered for all exiting and 12th grade students.**_ Instructions can be found on the Perkins Web Page under Perkins Data Collection Manual
Student Industry Certifications	Manually entered into the Perkins Web Portal. Instructions can be found on the Perkins Web Page under Perkins Data Collection Manual
Single Parent Status Changes	Manually Updated within the Perkins Web Portal. Instructions can be found on the Perkins Web Page under Perkins Data Collection Manual

How do I, confirm that every CTE teacher's PRF is _accurate_ and _complete_?

- Do an 'Educator Search' for each teacher that teaches _any_ CTE course.
  - Be sure that both fall and spring semester classes need to be included.
  - Have your district's PRF contact make the necessary changes. Don't know who handles that at your district? You'll find it at the top of the list here.
  - In one email for your district, email Kim.Roth@state.sd.us a list of all teachers who's PRF was updated.

How do I, gather placement data from _ALL_ exiting and 12th grade students?

- Survey students in a way that works best for your school.
- Response options are:

    Entering 4 Year Postsecondary

    Entering Less than 4 Year Postsecondary

    Entering Military

    Entering Employment

    Entering Advanced Training

    - o Used for students entering an advanced training programs such as Vocational Rehabilitation

    Unknown

    - o Students listed with a placement of 'unknown' is the same as leaving the box blank.
- Either manually enter the placement data into the Perkins Web Portal OR upload using the excel template found here under the Data Collection Forms drop down. Instructions on how to do this are found here.

How do I enter Industry Credential Information?

- As you're able, gather lists of industry credentials students have earned this past year within CTE programs.
- Enter Industry Credentials manually into the Perkins Web Portal.

What is meant by single parent status and how do I update it if needed?

Students who are currently a single parent or are/were pregnant during the data reporting year are viewed as a special population within Perkins legislation. Therefore, if a student is a pregnant or parenting student at any point in the reporting year, please update their student information using the Individual Enrollment tab. We only expect this information to be gathered if the student self-reports or shares the information through their own initiative.

How do I know all the CTE courses and grades have made it into the Perkins Data Collection system?

Continue running Kicked Back Courses report and use the directions found here until the report is void of any courses within a CTE program of study.

How do I know I'm done?

- ✓ The Kicked Back Courses Report is clear.
- ✓ All exiting and 12th grade students have placement data entered.
- ✓ All industry certifications have been manually entered.
- ✓ Any single parent status changes have been made.

Who can help me? I have questions!

Contact your regional specialist or email Kim.Roth@state.sd.us.

Learning that works for South Dakota
CTE